



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 10/29/2015	Interviewer: Sue Guenter-Schlesinger, Mohammed Cato	RFA #15 – 21
Name of Person(s) Requesting Assistance: [redacted] students		
Contact Numbers (telephone, e-mail, etc.):		
Status of Person(s) Interviewed (title, position, student status, etc.):		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [redacted] instructor		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
10/28/2015	[redacted] email to Sue Guenter- Schlesinger (SGS), copying [redacted] department chair [redacted]	See email in file.
10/30/2015	SGS and Mohammed Cato (MC) follow-up meeting with anonymous student	Student wishes to remain anonymous and claims inappropriate behavior in the past by [redacted] and that he has heard some women in [redacted]' class that are uncomfortable.
11/2/2015	SGS and MC meeting with anonymous student	See notes in file.
11/3/2015	SGS, MC meeting with [redacted]	
11/4/2015	MC meeting with [redacted]	See notes in file.
11/9/15	[redacted] (referred to [redacted])	[redacted] is the only student willing to identify herself as having concerns

	the office by [REDACTED]), meets with MC.	about [REDACTED]. Other students not interested in discussing issues with EO Office. [REDACTED] shares concern about a few comments that she deems inappropriate that she did not hear firsthand but heard from a student that wishes to remain anonymous.
11/10/15	MC follows up with [REDACTED] about requesting notes regarding inappropriate comments made by [REDACTED] and heard by another student	
11/12/15	[REDACTED] emails MC.	[REDACTED] provides MC with two quotes that were allegedly made by [REDACTED] to another student that wishes to remain anonymous [REDACTED] did not hear the words directly.
11/16/15	[REDACTED] sends MC an email requesting an update	
Late November	MC sees [REDACTED] on campus and provides her an update	
1/5/16	MC contacts [REDACTED] and further updates her	MC informs [REDACTED] that EO Office has waited to talk to [REDACTED] due to the winter break schedule. EO Office also elected to wait to preclude any possible impact on students and TA, and will meet with him shortly.
Approx. the week of 1/11/16 to 1/15/16	SGS & MC meet w [REDACTED] and inform him that he can have union representation but he declines.	SGS & MC inform [REDACTED] that a formal complaint has not been filed but that some of his students find his remarks to be too sexual. They also inform [REDACTED] that he should not use sexualized language beyond what the subject/content of his [REDACTED] would require. For example, describing genitalia or sexual habits of [REDACTED] may be okay but not adding any other sexualized comments beyond that.